DOCUMENT RESUME

ED 105 710 FL 005 499

AUTHOR Jaramillo, Barbara I.
TITLE Conventions in the Mechanics of Writing: A Language Laboratory Manual for Foreign Students.
INSTITUTION Pittsburgh Univ., Pa. University Center for International Studies.
PUB DATE 73
NOTE 101p.
AVAILABLE FROM Publications Section, University Center for International Studies, 218 Oakland Avenue, University of Pittsburgh, Pittsburgh, PA 15260 ($3.50)

EDRS PRICE MF-$0.76 HC Not Available from EDRS. PLUS POSTAGE
DESCRIPTORS Capitalization (Alphabetic); *English (Second Language); *Instructional Materials; *Language Instruction; *Language Laboratory Use; Language Skills; Manuals; Punctuation; Second Language Learning; Supplementary Textbooks; *Writing Skills

ABSTRACT

This manual is designed for the use of ESL students in the language laboratory. The manual consists of 30 lessons, each between 5 and 10 minutes in length. Every fifth lesson, beginning with lesson 10, is a review lesson. The emphasis is on punctuation. For a 15-week course, the materials are designed to be used twice a week during the regular language laboratory session. The instructor should be prepared to devote 10 to 15 minutes to each lesson, including correction time. The students should be able to correct their own errors and chart their own progress, and therefore minimal teacher supervision is required. (Author/AM)

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CONVENTIONS IN THE MECHANICS OF WRITING:

A LANGUAGE LABORATORY MANUAL FOR FOREIGN STUDENTS

BY

BARBARA L. JARAMILLO

FL005499

BARBARA L. JARAMILLO
1973

ENGLISH LANGUAGE INSTITUTE
UNIVERSITY OF PITTSBURGH

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Publications Section
University Center for International Studies
218 Oakland Avenue
University of Pittsburgh
Pittsburgh, PA 15260 U.S.A.

For Ramón and Elisa

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INTRODUCTION

This set of materials is designed for the foreign student of English in the language laboratory. It consists of thirty lessons, each being of between five and 10 minutes in length. These materials are to be used as a supplement to the writing section for the intensive students in the English Language Institute at the University of Pittsburgh. The student:

1st: Listens carefully to a lesson concerning a particular convention in the mechanics of writing. The student will be able to read along in his manual as he listens to the explanation. (Between 3-5 minutes in length)

2nd: An exercise concerning the particular point in the lesson, as well as a number of previous points, is provided. This exercise usually consists of a dictation or sentences to punctuate. Every fifth lesson is a review lesson, beginning with Lesson 10.

3rd: When the student has completed an exercise, he is then instructed to turn to the Answer Key which is located at the back of the manual. All points to be emphasized are underlined to facilitate student correction. After the student has corrected his own work, he is then instructed to place his NUMBER RIGHT in the space provided, and then to compile his PERCENTAGE. The percentage, in turn, is to be marked on the PROGRESS CHART which is located at the front of the Answer Key. The progress chart is provided as an additional motivational factor for the student. Some assistance from the lab instructor will be necessary, especially for the beginning lessons.

For a 15-week course, the materials are designed to be used twice a week during the regular language laboratory session. The instructor should

be prepared to devote from 10 - 15 minutes per lesson, including correction time. The students should be able to correct their own errors and chart their own progress with facility. Minimal teacher supervision is required.

Additional Directions for corrections are included following Lesson 10 and Lesson 20.

ACKNOWLEDGEMENTS

Throughout this project, the staff of the language laboratory has been exceptionally helpful and encouraging. They have patiently taped all of the following 30 lessons, and were kind enough to lend their voices from time to time. Along with Walter Davison, Director; and Sharon Hawryluk, Assistant Director; I would like to thank Dorothea Gottlieb, Thomas Huebner, John Nesgoda, Charles Mitchell, Martin Burns, Lois Wilson, William Hendricks, and Daniel Doorn, who have all contributed to this project.

Christina Bratt Paulston, Director, English Language Institute; and Mary Newton Bruder, Assistant Director; have offered numerous ideas and suggestions for improvement. Judith Kettering was instrumental in improving the final revision. Karen Billingsley typed the final copy beautifully.

LESSON ONE

PUNCTUATION RULES:

1. Put a CAPITAL LETTER at the beginning of every sentence.

   examples: The weather is hot.

   The boy is a student.

   The professor is tall.

2. Put a period (.) at the end of every sentence.

   examples: I am a student.

   He is a professor.

   The boys are here.

3. Put a question mark (?) at the end of every question.

   examples: Is she a student?

   Where is she from?

   Where are you from?

4. Put an exclamation point (!) at the end of every exclamation.

   examples: Help!

   Come here!

   Be quiet!

TURN TO THE NEXT PAGE NOW.

EXERCISE 1

DIRECTIONS: Punctuate the following sentences. Put a CAPITAL LETTER at the beginning of each sentence. Put a period (.), question mark (?), or exclamation point (!) at the end of every sentence. You will receive 1 POINT FOR EVERY CORRECT PUNCTUATION MARK. I will read each sentence 2 times.

EXAMPLES:		POINTS
1.	Where are the students?	2
2.	They are here.	2
3.	Help!	2

BEGIN NOW.

4.	who is the professor	_____
5.	he is my brother	_____
6.	terrific	_____
7.	where is he from	_____
8.	he is from New York	_____
9.	where is his room	_____
10.	it is here	_____
	TOTAL POINTS	_____

When you have completed this exercise, turn to the ANSWER KEY in the back of the manual, and correct your own work. Record your score below.

POSSIBLE NUMBER RIGHT 20

NUMBER RIGHT _____

PERCENTAGE _____

(THE PERCENTAGE CAN BE FOUND BY DIVIDING THE NUMBER RIGHT BY THE POSSIBLE NUMBER RIGHT.)

EXAMPLE: If your NUMBER RIGHT is 18 :

$$20 \overline{)\ 18.00} \quad .90 \quad 90\%$$

RECORD the percentage on the PROGRESS CHART which is located at the front of your Answer Key.

LESSON 2

PUNCTUATION RULES:

1. Put a period (.) after abbreviations.

   examples: September: Sept.

   Avenue: Ave.

   Pittsburgh: Pgh.

   Pennsylvania: Pa.

2. Put a comma (,):

   a. Between the day and year in dates:
   example: May 25, 1934

   b. Between a city and state:
   example: Boston, Massachusetts

   c. In numerals to separate thousands:
   examples: 10,000
   4,500,000

3. Put a comma (,) after introductory words. (Yes, No,)

   example: Yes, he is my brother.

4. Put a comma (,) between items in a series.

   example: I like baseball, soccer, and football.

TURN TO THE NEXT PAGE NOW.

EXERCISE 2

DIRECTIONS: Punctuate the following sentences. You will receive 1 point for each correct PUNCTUATION MARK. I will read each sentence 2 times.

EXAMPLES:	POINTS
1. M Mary lives in Pgh. , Pa.	4
2. D Do you know where Second Ave. is?	3
3. N No, I don't.	3

BEGIN NOW.

4. there are 14 500 students here	_____
5. she arrived on May 13 1971	_____
6. are the students happy	_____
7. no they aren't	_____
8. they are hungry tired and homesick	_____
	_____
TOTAL POINTS	_____

When you have completed this exercise, turn to the ANSWER KEY in the back of the manual, and correct your work. Record your score below.

POSSIBLE NUMBER RIGHT 25

NUMBER RIGHT _____

PERCENTAGE _____

EXAMPLE: If your NUMBER RIGHT is 20: .80 = 80%

25) 20.00

RECORD the percentage on the PROGRESS CHART which is located at the front of your Answer Key.

LESSON 3

CAPITALIZATION

Use a CAPITAL LETTER for:

1. Names of people, nationalities, and races:

   examples: Mary, John
   Chinese, Japanese
   Oriental, Negro

2. A title before a person's name:

   examples: Queen Mary Smith
   President John Wilson
   General Richard Long

3. Names of languages:

   examples: Spanish
   Arabic
   English

TURN TO THE NEXT PAGE NOW.

EXERCISE 3

DIRECTIONS: Punctuate the following sentences. You will receive 1 point for each correct PUNCTUATION MARK. I will read each sentence 2 times.

EXAMPLES: POINTS

1. Yes, the Chinese student speaks English well. 5

2. Does John Wilson know how to speak Spanish? 5

3. There are 15,000 Arabic student at the university today. 4

BEGIN NOW.

4. richard long has a house in Pittsburgh Pennsylvania _____

5. mary will see doctor smith tomorrow _____

6. the german students arrived on April 3 1970 _____

7. everyone attended the party except mary smith _____

TOTAL POINTS _____

When you have completed this exercise, turn to the ANSWER KEY in the back of the manual, and correct your work. Record your score below.

POSSIBLE NUMBER RIGHT 30

NUMBER RIGHT _____

PERCENTAGE _____

EXAMPLE: If your NUMBER RIGHT is 25: .83 83%

30) 25.00

RECORD the percentage on the PROGRESS CHART which is located at the front of your Answer Key.

LESSON 4

THE PERIOD (.)

1. As a decimal point (.) :

example: $3\frac{4}{10} = 3.4$ OR Three and four tenths equals three point four.

$5\frac{6}{100} = 5.06$ OR Five and six hundredths equals five point 0 six.

2. In dollars and cents:

$ This is a dollar sign. A dollar sign always has two vertical lines with an S. It can be on the line ($) or above the line ($).

. This is a decimal point. The decimal point is always on the line (.).

example: $ 5.39 (Five dollars and thirty-nine cents)

$ 100 OR $ 100.00 (One hundred dollars)

$ 1,000 OR $ 1,000.00 (One thousand dollars)

$ 1,500.15 (One thousand, five hundred dollars and fifteen cents)

$ .15 OR 15¢ (Fifteen cents)

TURN TO THE NEXT PAGE NOW.

EXERCISE 4

Write the following with numbers. Do not write out the words. Use dollar signs ($) and decimal points (.).

		POINTS
1.	_____	____
2.	_____	____
3.	_____	____
4.	_____	____
5.	_____	____
6.	_____	____
7.	_____	____
8.	_____	____
9.	_____	____
10.	_____	____
12.	_____	____
	TOTAL	____

POSSIBLE NUMBER RIGHT 20

NUMBER RIGHT ____

PERCENTAGE _____

RECORD your percentage on the PROGRESS CHART.

LESSON 5

WRITING A CHECK

Here is a sample check:

MELLON BANK

June 10, 1971 No. 23

Pay to the order of Sears Company $ 20.50

Twenty dollars and 50/100 ——— DOLLARS

Thomas Johnson

PROCEDURE:

1. Write the date on the first line.
   example: June 10 1971 (See above)

2. Write the number (No.) of the check. (Begin with No. 1)
   example: No. 23 (See above)

3. Write the name of the person or persons who will receive the money.
   example: Sears Company

4. Write the amount of the check with a decimal point..
   example: 20.50

5. Write out the amount of the check using "x"/100 for cents. Follow this amount with a line ---------- so that nothing can be added to the check. Always begin the amount to the far left so that nothing can be added to it.

   example: Twenty dollars and 50/100 ~~~~ DOLLARS

6. Sign your name.

TURN TO THE NEXT PAGE NOW.

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EXERCISE 5

SITUATION:

You are in Price's Record Shop and you want to buy an album for $5.98. The date is September (Sept.) 4, 1971. Check number 8.

Fill in the following form.

POINTS

MELLON BANK

_____ 19___ No. _____ _____

Pay to the
order of _____ $ _____ _____

_____DOLLARS _____

_____ _____

TOTAL _____

POSSIBLE NUMBER RIGHT 10

NUMBER RIGHT _____

PERCENTAGE _____

Record your percentage on the PROGRESS CHART.

21

LESSON 6

CAPITALIZATION

Use a CAPITAL LETTER for:

1. Specific geographical locations

examples: London (names of cities)
England (names of countries)

Second Avenue (names of avenues)
Wood Street (names of streets)

the Ohio River
the Alps
Lake Erie
the Atlantic Ocean
} (Names of specific rivers, lakes, mountains, and bodies of water)

2. Points on a compass when they refer to a section of a country.

examples: the North
the South
the East
the West

TURN TO THE NEXT PAGE NOW.

EXERCISE 6

Punctuate the following sentences. I will read each sentence two times. Do NOT write the sentence again. Only punctuate it.

		POINTS
EXAMPLE:		
1.	About 12,300 men, women, and children went to France last year.	6
	BEGIN NOW.	
2.	miami florida is in the south	_____
3.	we swam in the atlantic ocean on july 4 1968	_____
4.	does he live on forbes avenue	_____
5.	california is in the west	_____
6.	princess grace of monaco is from the united states	_____
	TOTAL	_____

POSSIBLE NUMBER RIGHT 30

NUMBER RIGHT _____

PERCENTAGE _____

Record your score on the PROGRESS CHART.

LESSON 7

CAPITALIZATION

Use a CAPITAL LETTER for:

1. Days of the week and their abbreviations:

Sunday	Sun.
Monday	Mon.
Tuesday	Tues.
Wednesday	Wed.
Thursday	Thurs.
Friday	Fri.
Saturday	Sat.

2. Months of the year and their abbreviations:

January	Jan..
February	Feb.
March	Mar.
April	Apr.
May	---
June	---
July	---
August	Aug.
September	Sept.
October	Oct.
November	Nov.
December	Dec.

3. Holidays:

New Year's Day
Easter
Mother's Day
Halloween
Thanksgiving Day
Christmas

TURN TO THE NEXT PAGE NOW.

EXERCISE 7

Punctuate the following sentences. I will read each sentence <u>two</u> times. Do not write the sentence again. Only punctuate it.

		POINTS
1.	he went to england on aug 5 1939	____
2.	no mary doesn't speak german	_____
3.	look	____
4.	henry paid 45 00 for his suit	_____
5.	the americans eat a lot of food on thanksgiving day	_____
6.	the population of pittsburgh pa is about 2 500 000	_____
	TOTAL	_____

POSSIBLE NUMBER RIGHT <u>30</u>

NUMBER RIGHT _____

PERCENTAGE _____

Record you percentage on the PROGRESS CHART.

LESSON 8

THE BUSINESS LETTER

1. The Salutation (opening expression)
A colon (:) is used for opening expressions in business letters.

examples: Dear Sir:
Dear Gentlemen:
Dear Miss Jones: (unmarried woman)
Dear Mrs. Smith: (married woman)
Dear Ms. Wood: (either an unmarried woman OR a married woman)

2. The Complimentary Closing (closing expression)
A comma (,) follows the closing expression. All closing expressions begin with a CAPITAL LETTER.

examples: Respectfully,
Yours truly,
Sincerely yours,
Sincerely,

[formal ↓ less formal]

A SAMPLE BUSINESS LETTER

3542 Smith Avenue
Buffalo, New York 14240
June 26, 1962

Codo Company
362 Market Street
Albany, New York 12201

Dear Gentlemen:

On March 30, 1962, I ordered two shirts (Style No. 36, blue). My personal check for $7.90 was enclosed in the order. I have not received the shirts. Did my order reach you?

Yours truly,

Paul Hamil

Paul Hamil

EXERCISE 8

Punctuate the following letter. I will read it two times.

POINTS

463 james avenue

chicago illinois 60646

august 3 1975 ____

english language institute

university of pittsburgh

1620 forbes avenue

pittsburgh pa. 15260 ____

Dear sir

would you please send me information and an application form for your english courses i have just arrived from libya and I would like to study english from september to december of this year ____

sincerely yours ____

Mohamed Szary

Mohamed Szary

TOTAL ____

POSSIBLE NUMBER RIGHT 30

NUMBER RIGHT _____

PERCENTAGE _____

Record your percentage on the PROGRESS CHART.

27

LESSON 9

THE PERSONAL LETTER

1. The Salutation (opening expression)
A comma (,) is used for opening expressions in personal letters.

examples: Dear Mr. Bower,
Dear Miss Williams,
Dear Bill,
Dear Mary,

2. The Complimentary Closing (closing expression)
A comma (,) follows the closing expression. All closings begin with a CAPITAL LETTER.

examples: Sincerely,
Cordially,
Affectionately,
Love,

A SAMPLE PERSONAL LETTER

525 Page Street
San Francisco, California 94104
April 4, 1979

Dear Anne,

We're having a small dinner party on Friday, April 14, to celebrate Governor Lindsay's 65th birthday. Please come around 7:30. We look forward to seeing you again.

Affectionately,

Ruth

EXERCISE 9

Punctuate the following letter. I will read it two times.

POINTS

april 8 1979 _____

Dear ruth

i am so sorry that I will not be able to attend governor lindsay's birthday party unfortunately, I must attend a conference in chicago from april 12th through 16th please tell governor lindsay that I will see him when I return

thank you for your kind invitation _____

affectionately _____

Anne

TOTAL _____

POSSIBLE NUMBER RIGHT 20

NUMBER RIGHT _____

PERCENTAGE _____

Record your percentage on the PROGRESS CHART.

REVIEW 1

Punctuate the following letter. I will read it two times.
First: slowly
Second: at a normal speed
Do not write the letter again, only punctuate it.

POINTS

august 29 1971 _____

Dear mary _____

paul and I have just returned from a wonderful vacation in france and germany we left on june 7th and returned last sunday did you know that we were going to europe _____

i must tell you that the best way to go is by ship we sailed across the atlantic ocean in only three days, and we had such a good time an important chinese official sat at our table the first night, and we enjoyed playing cards with him afterwards we also met a spanish diplomat a german officer and an italian playboy wow there were 8 500 passengers in all _____

however, the trip was more expensive than we had planned we had saved 2 500 and we spent more than that _____

when do you plan to visit us we have a lot of pictures to show you _____

please write soon _____

love _____

Walt _____

TOTAL _____

POSSIBLE NUMBER RIGHT 50
NUMBER RIGHT _____
PERCENTAGE _____

30

ADDITIONAL DIRECTIONS FOR LESSONS 11-30.

In the remaining exercises, you must be careful about what you punctuate.

If you punctuate something unnecessarily, points will be subtracted.

EXAMPLE:

POSSIBLE NUMBER RIGHT	35
NUMBER RIGHT	30
-UNNECESSARY MARKS	-2
TOTAL	28
PERCENTAGE	80%

$$35\overline{)28.00} = .80 = 80\%$$

LESSON 11

THE APOSTROPHE (')

Use an apostrophe:

1. In contractions to take the place of one or more letters.

examples:	do not	don't
	can not	can't
	it is	it's
	he is	he's
	does not	doesn't

and so forth.

NOTE : Contractions are not usually used in formal writing.

2. Use an apostrophe to form the plurals of letters and numbers.

examples: There are four i's in the word Mississippi.

There are two 7's in his address, which is 707 Tenth Avenue.

TURN TO THE NEXT PAGE NOW.

EXERCISE 11

I will read each of the following sentences three times.

1st: At a normal speed
2nd: Slowly
3rd: At a normal speed

Write the following sentences. Be sure that your sentences are correctly punctuated. Write all numbers as numerals.

		POINTS
1.	_____	____
2.	_____	____
3.	_____	____
4.	_____	____
5.	_____	____
6.	_____	____
7.	_____	____
8.	_____	____
	TOTAL	____

POSSIBLE NUMBER RIGHT 35

NUMBER RIGHT ____
-UNNECESSARY M ____
TOTAL ____

PERCENTAGE ____

LESSON 12

THE APOSTROPHE (') continued:

Use an apostrophe:

1. To show possession:

   A. For singular nouns, the apostrophe is placed before the "s". ('s)

      examples: one girl's coat (The coat belongs to one girl.)
      one boy's hat (The hat belongs to one boy.)

   B. For plural nouns which are regular in form, the apostrophe is placed after the "s". (s')

      examples: two girls' coats (Each girl has one coat.)
      two boys' hats (Each boy has one hat.)

TURN TO THE NEXT PAGE NOW.

EXERCISE 12

I will read each of the following sentences three times.

1st: At a normal speed
2nd: Slowly
3rd: At a normal speed

Be sure that your sentences are correctly punctuated.

		POINTS
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
	TOTAL	_____

POSSIBLE NUMBER RIGHT 34

NUMBER RIGHT _____
-UNNECESSARY MARKS _____
TOTAL _____

PERCENTAGE _____

LESSON 13

QUOTATION MARKS: (" ")

1. Double quotation marks (" ") enclose the exact words of a speaker.

   example: She said, "The party will be tonight."

   a. A comma (,) separates the quotation from the rest of the sentence.

      example: She said,

   b. Punctuation marks at the end of a quotation are placed inside the quotation marks.

      example: "The party will be tonight. "

   c. The first word of a quotation always begins with a CAPITAL LETTER.

      example: She said, "The party will be tonight. "

TURN TO THE NEXT PAGE NOW.

EXERCISE 13

Punctuate the following sentences. I will read each sentence 2 times. Do not write the sentence again. Only punctuate it.

		POINTS
1.	john smith s birthday will be on friday	_____
2.	his daughters said let s have a party	_____
3.	a special store in new york city will send john smith new clothes tomorrow	_____
4.	he has already received 15 000 gifts and telegrams	_____
5.	when he opens his gifts, he always says this is exactly what I need	_____
6.	everyone will soon sing "Happy Birthday" to him	_____
	TOTAL	_____

POSSIBLE NUMBER RIGHT 30

NUMBER RIGHT	_____
-UNNECESSARY MARKS	_____
TOTAL	_____
PERCENTAGE	_____

LESSON 14

DOUBLE QUOTATION MARKS (" ") continued:

Double quotation marks are also used for:

1. Titles of articles, stories, songs, and short poems.

   example: " A Yellow Submarine " was written by the Beatles.

2. To emphasize words that are being defined or explained.

   example: A "foreigner" is a person who does not live in his native country.

TURN TO THE NEXT PAGE NOW.

EXERCISE 14

Punctuate the following sentences. I will read each sentence two times. Do not write the sentence again. Only punctuate it.

		POINTS
1.	my sister loves to hear frank sinatra sing Strangers in the Night	_____
2.	she paid 1 98 for that record, and she plays it constantly	_____
3.	my father often shouts please turn it down	_____
4.	he prefers classical music, such as debussy s Claire de Lune	_____
5.	my brother wrote an appropriate poem called Our Happy Household	_____
6.	a household means those who live as a family under the same roof	_____
	TOTAL	_____

POSSIBLE NUMBER RIGHT 30

NUMBER RIGHT _____
-UNNECESSARY MARKS _____
TOTAL _____

PERCENTAGE _____

LESSON 15

REVIEW II A DIALOGUE

I will read the following dialogue 2 times. Be sure that your punctuation is correct.

POINTS

my friend asked me to play with the Symphony _____

Orchestra on saturday evening

what instrument do they want me to play I asked _____

my friend replied the piano, of course _____

i then confessed i haven t played the piano _____

for three weeks

but they re going to play Für Elise by beethoven _____

isn t that your favorite piece

in that case, I ll be happy to do it thank you _____

for asking me I replied

TOTAL _____

POSSIBLE NUMBER RIGHT 40

NUMBER RIGHT _____
-UNNECESSARY MARKS _____
TOTAL _____

PERCENTAGE _____

LESSON 16

An Ellipsis (. . .) consists of three spaced periods.

An Ellipsis (. . .) indicates that one or more words have been omitted from a quotation.

example: "All governments depend on the honesty and good will of the people."

becomes

"All governments depend on . . . the good will of the people."

Note that "honesty and" from the original quotation has been omitted. These words have been replaced by an ellipsis (. . .).

TURN TO THE NEXT PAGE NOW.

EXERCISE 16

Punctuate the following quotations. If something has been omitted from the quotation, a space for an ellipsis (. . .) has been provided.

I will read each quotation in its ORIGINAL FORM, followed by the author's name. If I read something that is <u>not</u> included in your quotation, place an ellipsis (. . .) there.

Be sure that all punctuation is correct for the following quotations.

Listen carefully, NOT all quotations will need an ellipsis.

		POINTS
1.	things that we have to learn to do, we learn them artistotle	_____
2.	knowing how to do a thing is easier than doing it Anonymous	_____
3.	everything tells a different story to all eyes that see and ears that hear ingersoll	_____
4.	comparison makes men happy or wretched thomas fuller	_____
5.	a man travels in search of what he needs and returns home to find it george moore	_____
	TOTAL	_____

POSSIBLE NUMBER RIGHT 30

NUMBER RIGHT _____
-UNNECESSARY MARKS -_____
TOTAL _____

PERCENTAGE _____

LESSON 17

BRACKETS [ ]

Brackets [ ] indicate a correction or added material within a quotation.

a. Example of added material:

> The students said, "We have doubts about his [the Dean's] new ideas."

b. Example of the correction of a quotation:

> The stranger replied, "That school is located on Selsa [Selsah] Avenue."

TURN TO THE NEXT PAGE NOW.

EXERCISE 17

Punctuate the following quotations. Be sure to place brackets [ ] where a quotation has been corrected or where material has been added to it. I will read each quotation, followed by the author's name, two times.

Be careful that all punctuation is correct. NOT all of the quotations will need brackets.

POINTS

1. biography is the only treu true history

   thomas carlyle ____

2. age is a matter of feeling, not of years

   curtis ____

3. the first impressions are the mast most important

   Latin Proverb ____

4. men marry because they are tired, women because they are curious both are disappointed

   oscar wilde ____

5. marriages many people believe are made in heaven

   midrash ____

6. the happiest part of a man s life is what he passes lying awake in the morning

   johnson ____

TOTAL ____

POSSIBLE NUMBER RIGHT 40

NUMBER RIGHT ____
-UNNECESSARY MARKS ____
TOTAL ____

PERCENTAGE ____

LESSON 18

PARENTHESES ( )

Use parentheses:

1. To enclose an explanation which is NOT part of a quotation.

   example: English teachers (at least all of the ones I have had) are very particular about correct pronunciation.

2. To enclose numbers: (1), (2), (3) OR
   letters: (a), (b), (c) that mark items in a series.

   NOTE: Be sure to use a comma (,) with parentheses for items in a series.

   example: Before you leave the office, be sure that you (a) put everything in order, (b) turn off the lights, and (c) lock the door.

TURN TO THE NEXT PAGE NOW.

EXERCISE 18

Punctuate the following sentences. I will read each sentence two times.

		POINTS
1.	john my favorite uncle is a policeman	____
2.	he was looking for an important envelope yesterday	____
3.	when I found it the envelope he was very happy	____
4.	it contained some pictures of a bank robbery in new york	____
5.	i asked my uncle do you think I ll get a reward	____
6.	he replied I ll ask the chief	____
7.	i was so excited, that I immediately began to plan a trip to europe	____
8.	i decided to travel to 1 france 2 germany and 3 england	____
	TOTAL	____

POSSIBLE NUMBER RIGHT 40

NUMBER RIGHT ____
-UNNECESSARY MARKS -____
TOTAL ____

PERCENTAGE ____

LESSON 19

UNDERLINING (_____)

Underlining is used in handwritten or typed material:

1. To indicate the title of a book, movie, play, magazine, or newspaper.

   examples: Nathaniel Hawthorne wrote The Scarlet Letter.

   Did you see the Broadway play, West Side Story?

   We receive Time magazine every week.

   He enjoys reading The New York Times.

2. To indicate the name of a particular airplane, ship, or train.

   example: They sailed to Europe on The Queen Mary.

3. For emphasis:

   example: She told me not to go.

NOTE: ITALICS (slanted printing) is often used in place of underlining in printed material.

EXERCISE 19

Punctuate the following sentences. I will read each sentence two times.

		POINTS
1.	my friend asked me what I thought of the movie Love Story	____
2.	i told him how much I loved it	____
3.	i even confessed that I cried as hard when I saw it as I did when I read Anna Karenina by tolstoy	____
4.	we also discussed Catch-22 by joseph heller	____
5.	newsweek magazine has a long article about that movie	____
6.	we then decided to look in the Pittsburgh Press to find out if it was playing	____
7.	we discovered that it hadn t come to pittsburgh yet	____
	TOTAL	____

POSSIBLE NUMBER RIGHT 25

NUMBER RIGHT ____
-UNNECESSARY MARKS -____
TOTAL ____

PERCENTAGE ____

LESSON 20

REVIEW II

Punctuate the following letter. I will read it two times.

POINTS

212 brown avenue
akron ohio 44316
february 12 1972 ____

joseph horne company
stanwix street
pittsburgh pennsylvania 15222 _____

dear sir _____

on january 10 1972, I purchased Uncle Tom's Cabin by harriet beecher stowe in your book department i have just discovered that pages 158 - 172 are missing _____

please send another copy of the book as soon as possible i am enclosing my receipt for 5 72 the incomplete book will reach you soon _____

thank you for your consideration _____

sincerely _____

Mary Weber

Mary Weber

TOTAL _____

POSSIBLE NUMBER RIGHT 40

NUMBER RIGHT ____
-UNNECESSARY MARKS -____
TOTAL _____

PERCENTAGE _____

ADDITIONAL DIRECTIONS FOR LESSONS 20-30.

In the remaining exercises, several possible punctuation marks will sometimes be included in the Answer Key. Try to use the punctuation marks which are introduced in the lessons. However, if you choose to use a different punctuation mark (which is also correct) you will receive the same number of points as given for that answer.

EXAMPLE: (from Exercise 22)

1. he plans to leave pittsburgh on monday morning he will be home by saturday afternoon

ANSWER KEY

1. He plans to leave Pittsburgh on Monday morning; he will be home by Saturday afternoon.

OR

2. He plans to leave Pittsburgh on Monday morning. He will be home by Saturday afternoon.

LESSON 21

THE COLON (:)

Use a colon (:) for :

1. The salutation in business letters (see lesson 8).

   example: Dear Sir:

2. To express time in numerals.

   examples:

five o'clock	5:00
ten minutes after eleven o'clock	11:10
ten minutes before eleven o'clock	10:50

and so on...

3. After a sentence which is followed by items in a series.

   example: There are three ways to go there: by car, by bus, or by plane.

4. For the separation of two main clauses if the second main clause explains the first one.

   NOTE: A main clause is a complete sentence.

   example: The university will raise the tuition for one reason: it is not able to operate the school on the current revenue.

EXERCISE 21

Punctuate the following letter. I will read it two times.

POINTS

21 semple avenue
chicago illinois 60648
april 3 1964 _____

allen's travel agency
490 sixth avenue
chicago illinois 60648 _____

dear sir _____

this is a request for information concerning a trip to california i would like to visit los angeles from may 15th to may 30th please send rates for the trip by three modes of transportation by plane by train and by bus _____

i will be able to leave chicago on may 15th after 10 00 in the morning i would like to leave california after 12 00 noon on may 30th _____

i am planning to go to california for one reason I want to enjoy the warm weather please send information about hotels which are near the ocean _____

respectfully _____
Mary Johnson
Mary Johnson

TOTAL _____

POSSIBLE NUMBER RIGHT 50

NUMBER RIGHT _____
-UNNECESSARY MARKS _____
TOTAL _____

PERCENTAGE _____

52

LESSON 22

THE SEMI-COLON (;)

Use a semi-colon (;)

1. Between sentence patterns (2 main clauses) that are closely connected in idea.

   example: He had a good idea; I think we'll use it.

2. To separate word groups that contain commas within them.

   example: We elected James Allen, the banker, as president; Robert Jones, superintendent of schools, as vice-president; and Ralph Jamison, the lawyer, as secretary.

TURN TO THE NEXT PAGE NOW.

EXERCISE 22

Punctuate the following sentences.

		POINTS
1.	he plans to leave pittsburgh on monday morning he will be home by saturday afternoon	____
2.	this trip will take him to chicago illinois denver colorado and phoenix arizona	____
3.	he s going to be so busy	____
4.	he is fortunate that two of his assistants will go with him	____
	TOTAL	____

POSSIBLE NUMBER RIGHT 25

NUMBER RIGHT ____
-UNNECESSARY MARKS -____
TOTAL ____

PERCENTAGE ____

LESSON 23

THE HYPHEN (-)

Use the hyphen (-):

1. To divide a word when there is not sufficient space to complete the word at the end of a line.

   example: They were not able to attend the reception yester-
   day.

   NOTE: A word can only be divided between syllables. Consult a dictionary for correct divisions. One syllable words can not be divided.

   When a word is divided, there must be a least 3 letters on the second line.

2. To join words which are used as a single expression.

   example: a father-in-law

   a two-year-old child

3. To connect compound numerals and fractions when they are written as words.

   example: twenty-two (22)

   one-half (1/2)

4. To separate two numbers referring to pages in a reference.

   example: Please read pages 58-62 for tomorrow.

EXERCISE 23

Punctuate the following sentences.

		POINTS
1.	my mother in law comes to visit us often	____
2.	she loves to play with our three year old daughter	____
3.	she stayed with our daughter when my husband and I visited san francisco california	____
4.	we celebrated my twenty ninth birthday during that trip	____
5.	we re already planning our next trip we want to go to canada	____
6.	we are reading about canada on pages 46 73 in the travel guide	____
7.	this time our daughter and my husband s mother will travel with us	____
	TOTAL	____

POSSIBLE NUMBER RIGHT 30

NUMBER RIGHT ____
-UNNECESSARY MARKS ____
TOTAL ____

PERCENTAGE ____

LESSON 24

THE DASH (—) or (--)

NOTE: A dash consists of two hyphens without a space between them (—) OR of two hyphens with a space between them (--).

Use a dash (—) or (--):

1. To indicate a sudden change in thought.

   example: I'm planning to go to the party with my brother — maybe I should go with you!

2. To emphasize explanatory material.

   example: Mary -- my younger sister -- is in the hospital now.

3. To emphasize a word or phrase.

   example: Only one word can describe that apartment — terrible!

EXERCISE 24

This is a dictation. I will read each of the following sentences three times.

1st: at a normal speed
2nd: slowly
3rd: at a normal speed

Be sure that your punctuation is accurate.

		POINTS
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
	TOTAL	_____

POSSIBLE NUMBER RIGHT 25

NUMBER RIGHT _____
-UNNECESSARY MARKS _____
TOTAL _____

PERCENTAGE _____

LESSON 25

REVIEW IV: A BUSINESS LETTER

This is a dictation. I will read each line or sentence two times.

1st: at a normal speed
2nd: slowly

When I have completed the entire letter, I will read it a third time. Check your work at this time.

Be sure that your punctuation marks are accurate.

POINTS

242

Department

Dear

I

this is a request for information concerning your gradu

ate program. I

POINTS

Please _____

_____ _____

_____ _____

Thank _____

_____ _____

_____ _____

Fatima Abdulzar

Fatima Abdulzar

TOTAL _____

POSSIBLE NUMBER RIGHT 45

NUMBER RIGHT _____
-UNNECESSARY MARKS _____
TOTAL _____

PERCENTAGE _____

LESSON 26

THE COMMA (,) continued

Use a comma (,):

1. To set off introductory words and phrases.

   examples: Therefore, my brother won't be here tomorrow.
   As a result, you must take the test again.
   However, I will be able to go next week.

2. Use a comma before and a comma after interrupting words or phrases which occur within a sentence.

   examples: My father, therefore, will not be able to come.
   Some Americans, however, do not know how to be polite.
   My husband, after all, is the president of the company.

3. Use a comma before TAG QUESTIONS.

   examples: He's coming to the party, isn't he?
   These paintings are unusual, aren't they?

EXERCISE 26

Punctuate the following sentences.

POINTS

1. james charles and michael decided to visit new england last year ____

2. however they didn t have much money to spend ____

3. therefore they decided to take camping equipment with them ____

4. motels are too expensive aren t they ____

5. they left pittsburgh at 5 00 a.m. to avoid a lot of traffic ____

6. their happiest moment of course was when they saw the atlantic ocean for the first time ____

7. it was so beautiful ____

TOTAL ____

POSSIBLE NUMBER RIGHT 32

NUMBER RIGHT ____
-UNNECESSARY MARKS -____
TOTAL ____

PERCENTAGE ____

LESSON 27

THE COMMA (,) continued

Use a comma:

1. Between two sentence patterns that are joined by and, but, or, for, nor, or so.

   examples: The dress is lovely, but it's too expensive.

   I had a good lunch here, and I'll come back tomorrow.

   There was nothing else to do, so we left early.

2. Following an introductory adverb clause or verbal phrase.

   examples: If I don't go to New York , I'll come to visit you.
   (Adverb Clause)

   To learn to swim , you must have courage.
   (Verbal Phrase)

TURN TO THE NEXT PAGE NOW.

EXERCISE 27

Punctuate the following sentences.

POINTS

1. if he doesn t learn how to swim it will be a shame _____

2. he goes to the swimming pool every day but he doesn t go in the water _____

3. he s afraid of the water _____

4. his mother went with him yesterda y and talked to the instructor _____

5. the instructor told her that her son will need time so she must be patient _____

6. since it s only june maybe he will overcome his fear before the summer is over _____

7. if he learns how to swim everyone is going to celebrate _____

TOTAL _____

POSSIBLE NUMBER RIGHT 25

NUMBER RIGHT _____
-UNNECESSARY MARKS _____
TOTAL _____

PERCENTAGE _____

LESSON 28

THE COMMA (,) continued:

1. Modifiers which are not essential to the basic meaning of a sentence, are set off by commas. These modifiers only add details, and help to explain or describe.

   examples: Mr. Smith, my neighbor, loves cats.

   Miss Black, our English teacher, is absent today.

   Jane Adams, her sister, arrived today.

2. A relative clause which is used as a modifier, and is not essential, is set off by commas.

   examples: John Samuels, who is the fastest runner, weighs only 150 pounds.

   This book, which you are familiar with, will be used for our course next term.

NOTE: The dash (--) could be used in these sentences. However, the dash (--) generally emphasizes the explanatory material.

Parenthesis ( ) could also be used.

EXERCISE 28

Punctuate the following sentences.

		POINTS
1.	thanksgiving which is always celebrated in november is the most traditional of american holidays	____
2.	the first thanksgiving was held in massachusetts in 1621	____
3.	on that day the pilgrims thanked God for their first harvest	____
4.	the indians who were their friends celebrated with the pilgrims	____
5.	today the holiday is still a day to give thanks	____
6.	american families celebrate this holiday with a big feast	____
	TOTAL	____

POSSIBLE NUMBER RIGHT 25

NUMBER RIGHT _____
-UNNECESSARY MARKS _____
TOTAL _____

PERCENTAGE _____

LESSON 29

THE COMMA (,) continued:

Use a comma:

1. To set off degrees and titles.

   examples: James Randolph, M.D. (Medical Doctor)
   John D. Rockefeller, Sr. (Senior)
   Ralph T. Jones, Jr. (Junior)

2. To set off all of the items in a date or an address when written in sentence form.

   examples: On July 4, 1776, John Adams signed the Declaration of Independence.

   The building at 33 Adams Street, Albany, New York, has been sold.

EXERCISE 29

Punctuate the following sentences. I will read each sentence two times.

		POINTS
1.	on february 12 1809 abraham lincoln was born in kentucky	____
2.	when he was a young man his family moved to illinois	____
3.	he became a famous lawyer	____
4.	later lincoln was elected president of the united states	____
5.	on january 1 1963 lincoln signed a document to free the slaves	____
6.	unfortunately lincoln was assassinated in 1865	____
7.	he died on april 14 1865	____
	TOTAL	____

POSSIBLE NUMBER RIGHT 35

NUMBER RIGHT ____
-UNNECESSARY MARKS ____
TOTAL ____

PERCENTAGE ____

LESSON 30

FINAL REVIEW

I will read the following passage three times.

1st: at a normal rate
2nd: slowly
3rd: at a normal rate

Be sure that your punctuation is accurate.

EXERCISE 30

POINTS

on the night of july 22 1933 charles f urschel an oil millionaire and walter r jarrett jr were playing bridge with their wives they were sitting on the urschel s back porch in oklahoma city oklahoma ____

suddenly two bandits with a machine gun and a pistol entered who s urschel one man asked when neither man answered the gunmen took both of them they warned the women not to call for help as soon as the men left mrs urschel phoned the fbi ____

TOTAL ____

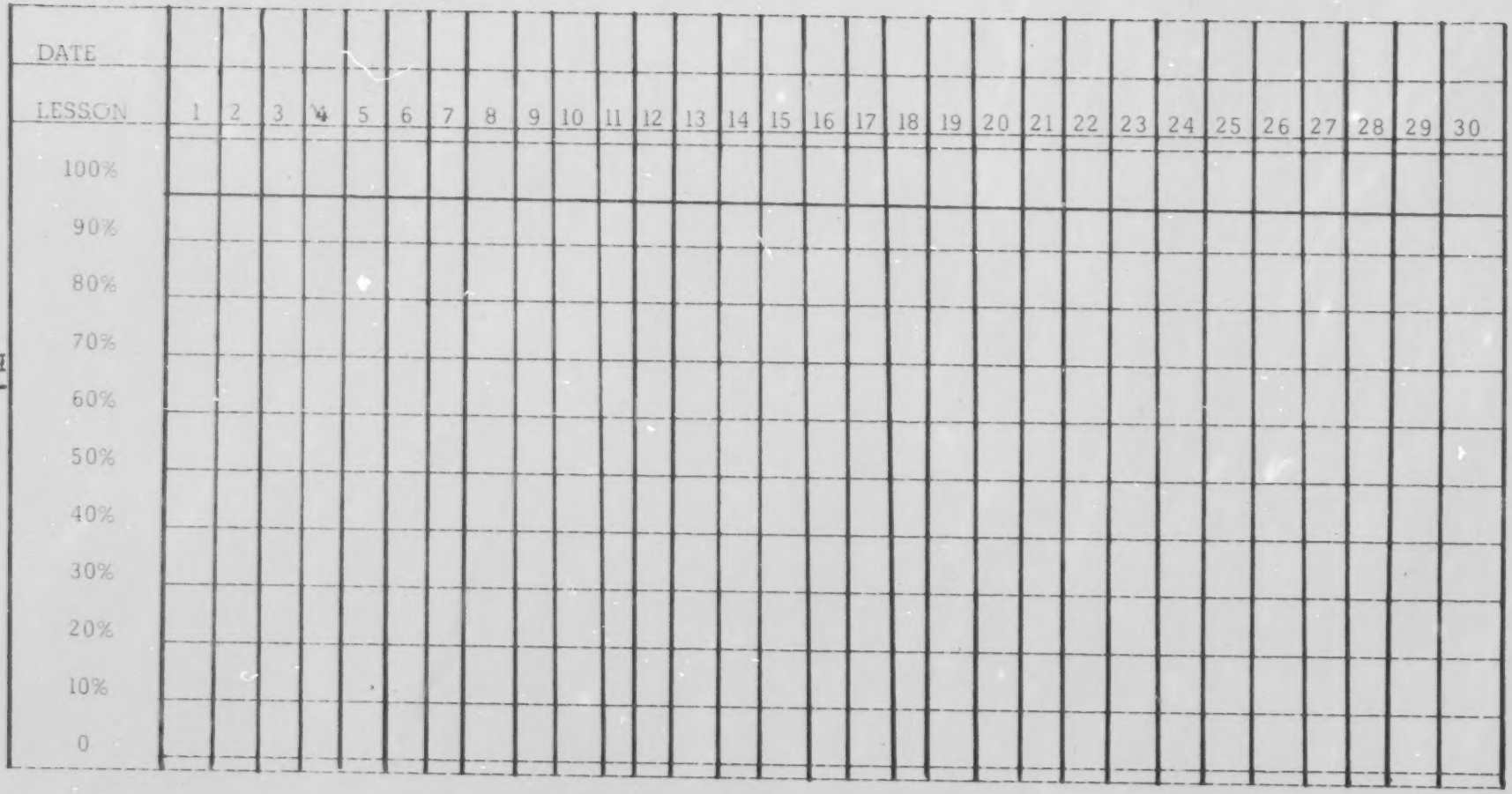
POSSIBLE NUMBER RIGHT 50

NUMBER RIGHT ____
-UNNECESSARY MARKS ____
TOTAL ____

PERCENTAGE ____

ANSWER KEY

PROGRESS CHART



59 71

EXERCISE 1

Be sure that you have correct punctuation marks above each line. Each line (__) is one point.

1. Where are the students? 2 points

2. They are here. 2 points

3. Help! 2 points

---

4. Who is the professor? 2 points

5. He is my brother. 2 points

6. Terrific! 2 points

7. Where is he from? 2 points

8. He is from New York. 2 points

9. Where is his room? 2 points

10. It is here. 2 points

TOTAL 20 points

EXERCISE 2

Be sure that you have correct punctuation marks above each line. Each line (__) is one point.

1.	Mary lives in Pgh. , Pa.	4 points
2.	Do you know where Second Ave. is?	3 points
3.	No, I don't.	3 points
4.	There are 14,500 students here.	3 points
5.	She arrived on May 13, 1971.	3 points
6.	Are the students happy?	2 points
7.	No, they aren't.	3 points
8.	They are hungry, tired, and homesick.	4 points
	TOTAL	25 points

EXERCISE 3

1.	Yes, the Chinese student speaks English well.	5 points
2.	Does John Wilson know how to speak Spanish?	5 points
3.	There are 15,000 Arabic students at the university today.	4 points
4.	Richard Long has a house in Pittsburgh, Pennsylvania.	4 points
5.	Mary will see Doctor Smith tomorrow.	4 points
6.	The German students arrived on April 3, 1970.	4 points
7.	Everyone attended the party except Mary Smith.	4 points
	TOTAL	30 points

EXERCISE 4

1.	$ 16.39	2 points
2.	$ 75.42	2 points
3.	$ 2,500.10	3 points
4.	$ .42 OR 42¢	2 points
5.	$ 4,000,000 OR $ 4,000,000,000	3 points
6.	3.4	1 point
7.	15.1	1 point
8.	562	-------
9.	24.15	1 point
10.	35.6	1 point
11.	$ .59 OR 59¢	2 points
12.	$ 25.25	2 points
	TOTAL	20 points

EXERCISE 5

MELLON BANK

Sept. 4, 19 71 No. 8 — 3 points

Pay to the order of Price's Record Shop $ 5.98 — 3 points

Five dollars and 98/100 DOLLARS — 3 points

Your signature — 1 point

TOTAL 10 points

EXERCISE 6

1.	About 12, 300 men, women, and children went to France last year.	6 points
2.	Miami, Florida is in the South.	5 points
3.	We swam in the Atlantic Ocean on July 4, 1968.	6 points
4.	Does he live on Forbes Avenue?	4 points
5.	California is in the West.	3 points
6.	Princess Grace of Monaco is from the United States.	6 points
	TOTAL	30 points

77

EXERCISE 7

1.	He went to England on Aug. 5, 1939.	6 points
2.	No, Mary doesn't speak German.	5 points
3.	Look!	2 points
4.	Henry paid __ 45.00 for his suit.	4 points
5.	The Americans eat a lot of food on Thanksgiving Day.	5 points
6.	The population of Pittsburgh, Pa. is about 2,500,000.	8 points
	TOTAL	30 points

EXERCISE 8

463 James Avenue
Chicago, Illinois 60645
August 3, 1975 — 7 points

English Language Institute
University of Pittsburgh
1620 Forbes Avenue
Pittsburgh, Pa. 15260 — 10 points

Dear Sir:

Would you please send me information and an application form for your English courses? I have just arrived from Libya and I would like to study English from September to December of this year. — 11 points

Sincerely yours, — 2 points

Mohamed Szary

Mohamed Szary

TOTAL — 30 points

EXERCISE 9

April 8, 1979 — 2 points

Dear Ruth, — 2 points

I am so sorry that I will not be able to attend Governor Lindsay's birthday party. Unfortunately, I must attend a conference in Chicago from April 12th through 16th. Please tell Governor Lindsay that I will see him when I return.

Thank you for your kind invitation. — 14 points

Affectionately, — 2 points

Anne

TOTAL — 20 points

EXERCISE 10

August 29, 1971 — 2 points

Dear Mary, — 2 points

Paul and I have just returned from a wonderful vacation in France and Germany. We left on June 7th and returned last Sunday. Did you know that we were going to Europe? — 11 points

I must tell you that the best way to go is by ship. We sailed across the Atlantic Ocean in only three days, and we had such a good time! An important Chinese official sat at our table the first night, and we enjoyed playing cards with him afterwards. We also met a Spanish diplomat, a German officer, and an Italian playboy. Wow! There were 8,500 passengers in all. — 21 points

However, the trip was more expensive than we had planned. We had saved __ 2,500 and we spent more than that. — 6 points

When do you plan to visit us? We have a lot of pictures to show you. — 4 points

Please write soon. — 2 points

Love, — 2 points

Walt

TOTAL 50 points

EXERCISE II

1.	Don't you have $ 3.49?	5 points
2.	It's time to go.	3 points
3.	There are three (3) r's in my name.	3 points
4.	John doesn't know how to speak German.	1 points
5.	He's going to London, England tomorrow.	6 points
6.	No, I don't know where Second Avenue is.	6 points
7.	I found $ 10,000 today!	4 points
8.	He was born on May 24, 1941.	4 points
	TOTAL:	35 points

EXERCISE 12

1.	No, the child's mother doesn't live in Ohio.	6 points
2.	The Spanish teacher can't go home for Christmas.	5 points
3.	Is that pencil yours?	2 points
4.	They found that man's wife in China.	4 points
5.	Jack's dog can't find the bone.	4 points
6.	The students don't go to class on Wednesdays and Thursdays.	5 points
7.	Don't walk on the grass!	3 points
8.	All of the boys' fathers visited them on Thanksgiving Day.	5 points
	TOTAL	34 points

EXERCISE 13

1.	John Smith's birthday will be on Friday.	5 points
2.	His daughters said, "Let's have a party!"	7 points
3.	A special store in New York City will send John Smith new clothes tomorrow.	7 points
4.	He has already received 15,000 gifts and telegrams.	3 points
5.	When he opens his gifts, he always says, "This is exactly what I need!"	6 points
6.	Everyone will soon sing "Happy Birthday" to him.	2 points
	TOTAL	30 points

EXERCISE 14

1. My sister loves to hear Frank Sinatra sing "Strangers in the Night." — 6 points

2. She paid __ 1.98 for that record, and she plays it constantly. — 4 points

3. My father often shouts, "Please turn it down!" — 6 points

4. He prefers classical music, such as Debussy's "Claire de Lune." — 6 points

5. My brother wrote an appropriate poem called "Our Happy Household." — 4 points

6. A "household" means those who live as a family under the same roof. — 4 points

TOTAL — 30 points

EXERCISE 15

My friend asked me to play with the Symphony Orchestra on Saturday evening.	3 points
" What instrument do they want me to play? " I asked.	5 points
My friend replied, " The piano, of course. "	6 points
I then confessed, " I haven't played the piano for three weeks! "	7 points
" But they're going to play " Fur Elise " by Beethoven. Isn't that your favorite piece? "	11 points
" In that case, I'll be happy to do it. Thank you for asking me, " I replied.	8 points
TOTAL	40 points

EXERCISE 16

1. " Things that we have to learn to do , we learn . . . them. "

Aristotle 6 points

2. " Knowing how to do a thing is easier than doing it. "

Anonymous 4 points

3. " Everything . . . tells a different story to all eyes that see and ears that hear. "

Ingersoll 6 points

4. " Comparison . . . makes men happy or wretched. "

Thomas Fuller 7 points

5. " A man travels . . . in search of what he needs and returns home to find it. "

George Moore 7 points

TOTAL 30 points

EXERCISE 17

1. "Biography is the only treu [true] history."

Thomas Carlyle . 8 points

2. "Age is a matter of feeling, not of years."

Curtis 5 points

3. "The first impressions are the mast [most] important."

Latin Proverb 6 points

4. "Men marry because they are tired, women because they are curious. Both are disappointed."

Oscar Wilde 8 points

5. "Marriages [many people believe] are made in heaven."

Midrash 7 points

6. "The happiest part of a man's life is what he passe lying awake in the morning."

Johnson 6 points

TOTAL 40 points

88

EXERCISE 18

1.	John (my favorite uncle) is a policeman.	4 points
2.	He was looking for an envelope yesterday.	2 points
3.	When I found it (the envelope) he was very happy.	4 points
4.	It contained some pictures of a bank robbery in New York.	4 points
5.	I asked my uncle, " Do you think I'll get a reward? "	7 points
6.	He replied, " I'll ask the chief. "	6 points
7.	I was so excited that I immediately began to plan a trip to Europe.	3 points
8.	I decided to travel to (1) France, (2) Germany, and (3) England.	10 points
	TOTAL	40 points

EXERCISE 19

1. My friend asked me what I thought of the movie Love Story. 3 points

2. I told him how much I loved it. 3 points

3. I even confessed that I cried as hard when I saw it as I did when I read Anna Karenina by Tolstoy. 4 points

4. We also discussed Catch-22 by Joseph Heller. 5 points

5. Newsweek magazine had a long article about that movie. 3 points

6. We then decided to look in the Pittsburgh Press to find out if it was playing. 3 points

7. We discovered that it hadn't come to Pittsburgh yet. 4 points

TOTAL 25 points

EXERCISE 20

212 Brown Avenue
Akron, Ohio 44316
February 12, 1972 — 7 points

Joseph Horne Company
Stanwix Street
Pittsburgh, Pennsylvania 15222 — 8 points

Dear Sir: — 3 points

On January 10, 1972, I purchased Uncle Tom's Cabin by Harriet Beecher Stowe in your book department. I have just discovered that pages 158-172 are missing. — 10 points

Please send another copy of the book as soon as possible. I am enclosing my receipt for 5.72. The incomplete book will reach you soon. — 8 points

Thank you for your consideration. — 2 points

Sincerely, — 2 points

Mary Weber
Mary Weber

TOTAL — 40 points

91

EXERCISE 21

21 Semple Avenue
Chicago, Illinois 60648
April 3, 1964 — 7 points

Allen's Travel Agency
490 Sixth Avenue
Chicago, Illinois 60648 — 8 points

Dear Sir: — 3 points

This is a request for information concerning a trip to California. I would like to visit Los Angeles from May 15th to May 30th. Please send rates for the trip by three modes of transportation: by plane, by train, and by bus. — 14 points

I will be able to leave Chicago on May 15th after 10:00 in the morning. I would like to leave California after 12:00 noon on May 30th. — 10 points

I am planning to go to California for one reason: I want to enjoy the warm weather. Please send information about hotels which are near the ocean. — 6 points

Respectfully, — 2 points

Mary Johnson
Mary Johnson

TOTAL — 50 points

EXERCISE 22

1. He plans to leave Pittsburgh on Monday morning; he will be home by Saturday afternoon. 6 points

OR

He plans to leave Pittsburgh on Monday morning. He will be home by Saturday afternoon.

2. This trip will take him to Chicago, Illinois; Denver, Colorado; and Phoenix, Arizona. 13 points

3. He's going to be so busy! 4 points

OR

He's going to be so busy.

4. He is fortunate that two of his assistants will go with him. 2 points

TOTAL 25 points

EXERCISE 23

1. My mother - in - law comes tc visit us often. 4 points

2. She loves to play with our three - year - old daughter. 4 points

3. She stayed with our daughter when my husband and I vis-ited San Francisco, California. 7 points

4. We celebrated my twenty - ninth birthday during that trip. 3 points

5. We're already planning our next trip; we want to go to Canada. 5 points

OR

We're already planning our next trip. We want to go to Canada.

6. We are reading about Canada on pages 46 - 73 in the travel guide. 4 points

7. This time our daughter and my husband's mother will travel with us. 3 points

TOTAL 30 points

EXERCISE 24

1. I'm planning to go downtown today — maybe I should go tomorrow. 4 points

OR

I'm planning to go downtown today. Maybe I should go tomorrow.

2. I have so many things to do today! 3 points

OR

I have so many things to do today.

3. I want to review pages 113 - 189 for my final examination. 3 points

4. Robert -- my son -- will be home soon. 4 points

OR

Robert, my son, will be home soon.

5. I'm worried about him. 3 points

6. He only had $ 1.35 when he left this morning. 4 points

7. Transportation alone is so expensive; the bus fare is now 40¢ ($.40) each way. 4 points

OR

Transportation alone is so expensive. The bus fare is now 40¢ ($.40) each way.

TOTAL 25 points

EXERCISE 25

242 Melwood Avenue
Pittsburgh, Pa. 15213
September 25, 1971 8 points

Department of Physics
University of Arizona
Tucson, Arizona 85702 7 points

Dear Sir: 2 points

I came to the United States on August 29, 1971, from Algeria. I am now enrolled in an intensive English course at the University of Pittsburgh. I will complete this course on December 18, 1971. 16 points

This is a request for information concerning your graduate program. I would like to begin work toward a PhD in Physics during the winter term. 6 points

Please send me application forms for admission and for financial assistance. 2 points

Thank you for your consideration. 2 points

Sincerely, 2 points

Fatima Abdulzar

Fatima Abdulzar

TOTAL 45 points

EXERCISE 26

1.	James, Charles, and Michael decided to visit New England last year.	8 points
2.	However, they didn't have much money to spend.	4 points
3.	Therefore, they decided to take camping equipment with them.	3 points
4.	Motels are too expensive, aren't they?	4 points
5.	They left Pittsburgh at 5:00 a.m. to avoid a lot of traffic.	4 points
6.	Their happiest moment, of course, was when they saw the Atlantic Ocean for the first time.	6 points
7.	It was so beautiful!	3 points
	TOTAL	32 points

EXERCISE 27

1.	If he doesn't learn how to swim, it will be a shame.	4 points
2.	He goes to the swimming pool every day, but he doesn't go in the water.	4 points
3.	He's afraid of the water.	3 points
4.	His mother went with him yesterday, and talked to the instructor.	3 points
5.	The instructor told her that her son will need time, so she must be patient.	3 points
6.	Since it's only June, maybe he will overcome his fear before the summer is over.	5 points
7.	If he learns how to swim, everyone is going to celebrate.	3 points
	TOTAL	25 points

EXERCISE 28

1. Thanksgiving, which is always celebrated in November, is the most traditional of American holidays. 6 points

OR

Thanksgiving -- which is always celebrated in November -- is the most trditional of American holidays.

OR

Thanksgiving (which is always celebrated in November) is the most traditional of American holidays.

2. The first Thanksgiving was held in Massachusetts in 1621. 4 points

3. On that day, the Pilgrims thanked God for their first harvest. 4 points

4. The Indians, who were their friends, celebrated with the Pilgrims. 6 points

OR

The Indians -- who were their friends -- celebrated with the Pilgrims.

OR

The Indians (who were their friends) celebrated with the Pilgrims.

5. Today, the holiday is still a day to give thanks. 3 points

6. American families celebrate this holiday with a big feast. 2 points

TOTAL 25 points

EXERCISE 29

1.	On February 12, 1809, Abraham Lincoln was born in Kentucky.	8 points
2.	When he was a young man, his family moved to Illinois.	4 points
3.	He became a famous lawyer.	2 points
4.	Later, Lincoln was elected President of the United States.	7 points
5.	On January 1, 1863, Lincoln signed a document to free the slaves.	6 points
6.	Unfortunately, Lincoln was assassinated in 1865.	4 points
7.	He died on April 14, 1865.	4 points
	TOTAL	35 points

100

EXERCISE 30

On the night of July 22, 1933, Charles F. Urschel (an oil millionaire) and Walter R. Jarrett, Jr. were playing bridge with their wives. They were sitting on the Urschel's back porch in Oklahoma City, Oklahoma. 26 points

Suddenly, two bandits with a machine gun and a pistol entered. "Who's Urschel?" one man asked. When neither man answered, the gunmen took both of them. They warned the women not to call for help. As soon as the men left, Mrs. Urschel phoned the FBI. * 24 points

TOTAL 50 points

*Adapted from "Rogues' Gallery" by Martin Oliver
(Leavenworth New Era)